

## ***Using IPS To Send Electronic Requisitions***



NC Division of Purchase and Contract  
Interactive Purchasing System (IPS)  
Using IPS to Send Electronic Requisitions

## *Using IPS To Send Electronic Requisitions*

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State of North Carolina  
Interactive Purchasing System

### **Login Screen**

Please enter your User Id and Password to login  
to the Purchase and Contract system

User Id:

Password:

Submit

Open your internet browser & go to:

<https://www.ips.state.nc.us/ips/agency/logon.asp>

Enter your user ID & password & click the submit button

# Using IPS To Send Electronic Requisitions



## State of North Carolina Interactive Purchasing System

### IPS - Main Menu

#### ☐ Choose Location

Inbox

Search Options

Search QA Inspections

Search for Registered Vendor

Search for Agency Bid

Enter Requisitions

Reuse Requisition

Cancel Requisition

Post Bid

Post Design/Construction

Post Addenda

Bids Under Review

Search for Bids

Enter Price Match Award

Search for Price Match Award

Create Report/Excel Spreadsheet

Welcome to the North Carolina Interactive Purchasing System (IPS). Hover over the location on the left for a definition of the menu items

Click on Enter Requisitions

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## Enter Agency Requisition

Department:	<input type="text" value="DEPARTMENT - Administration"/>		
Agency/Section:	<input type="text" value="DEPARTMENT - Administration"/>		
Agency Requisition No:	<input type="text"/>	Previous Bid No:	<input type="text"/>
Delivery Requirement:	<input type="text"/>		
Type of Requisition:	<div><input checked="" type="radio"/> Open Market Solicitation    <input type="radio"/> Consulting Services <input type="radio"/> Agency Specific Term Contract    <input type="radio"/> Waiver/Emergency Purchase <input type="radio"/> Recovery Funds    <input type="radio"/> Agency Waiver Under Delegation ** PandC Approval** <input type="radio"/> Contractual Services    <input type="radio"/> Service Procurement by Agency ** PandC Approval**</div>		
Contract Period: (mm/dd/yyyy)	Begin: <input type="text"/>	End: <input type="text"/>	
Shipping Information			
Agency:	<input type="text"/>		
Contact:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	State: <input type="text"/>	Zip:	<input type="text"/>
Phone Number:	<input type="text" value="(999)999-9999"/>	Extension:	<input type="text"/>

Enter your requisition number into the appropriate box. If you know of a previous bid number that the purchaser at Purchase and Contract can refer to, you can enter it into that box. Enter any delivery information into the Delivery Requirement field. Choose the Type of Requisition by clicking on the radio button pertaining to your bid. If the bid is an Agency Specific Term Contract, you must enter the appropriate dates into the Contract Period fields.

## Using IPS To Send Electronic Requisitions



Shipping Information			
Agency:	<input type="text" value="Department of Administration"/>		
Contact:	<input type="text" value="Kim Daniels-Jackson"/>		
Address 1:	<input type="text" value="116 W. Jones St."/>		
Address 2:	<input type="text" value="4th Floor"/>		
City:	<input type="text" value="Raleigh"/>	State: <input type="text" value="NC"/>	Zip: <input type="text" value="27601"/>
Phone Number:	<input type="text" value="919-807-4502"/>	Extension:	<input type="text"/>

Scroll down to find Shipping Information. Enter the Agency, Contact, Address 1, Address 2, City, State, Zip, Phone Number & Extension Number if applicable.

## Using IPS To Send Electronic Requisitions

Description of Requirements:	Tractors
Special Instructions: (including suggested vendors)	John Deer
Justification for Waiver/Brand Specific: <input type="checkbox"/> Included as Electronic Attachment	
<input checked="" type="checkbox"/> Specifications Included as Electronic Attachment <input checked="" type="checkbox"/> Attachment to Follow (hardcopy, samples, etc.)	
Specifications:	
Total Estimated Cost:	80000.00
Category List:	Agriculture, Supplies
Commodity Class:	---Select Commodity Class---
Commodity Item:	---Select Commodity Item---
<div>Next-&gt; Cancel</div>	

Scroll down a little more & enter your bid title into the Description of Requirements. If you have any special instructions or suggested vendors, enter those into the next box. Justification can be provided in the next field or by sending an electronic attachment (Word or RTF formats) to P&C. Specifications can be either attached electronically or sent as a hard copy or samples. Enter your general specifications into the appropriate box. Enter your estimated cost and then select the category for your bid, commodity class and commodity item. When complete select next.

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## State of North Carolina Interactive Purchasing System

### Upload Document

**NOTE:** If a button labeled "Browse..." does not appear, then your browser does not support File Upload. Only Word documents, or documents saved in Rich Text Format (rtf) should be selected for File Upload.

Specification:	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Next--&gt;"/> <input type="button" value="Cancel"/>		

This screen allows you to upload your requisition attachment. Click on the Browse button.

# Using IPS To Send Electronic Requisitions



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## Add Item Requisition No: 13-20102013a

Item No.	Qty.	Unit
<input type="text" value="1"/>	<input type="text" value="20"/>	<input type="text" value="each"/>
<b>Item Description:</b>		
<input type="text" value="Tractors"/>		
<b>Specification:</b>		
<input type="text" value="Farm Tractor"/>		

Enter the quantity needed in the Qty field. Enter the Unit (each, dozen, boxes, etc). Enter your Item Description and then any Specifications you may have. Click on the Add More Items button to access another screen that looks just like this one to add another item to your bid or click on the View/Edit Requisition button as we will do for this bid, to finish adding items to your bid.



# Using IPS To Send Electronic Requisitions



## State of North Carolina Interactive Purchasing System

### Edit Requisition Items

Items for Requisition: 13-20102013aa

[Add Items](#) [Return](#)

<a href="#">Edit</a>	<a href="#">Delete</a>	Item No.	Quantity	Unit
		1	20	each
<a href="#">Add Sub Item</a>				
Item Description: Tractors				
Specifications: Farm Tractors				

This screen allows you to edit the top portion of your requisition ....and at the top you can Add more items by clicking on Add Items.

# Using IPS To Send Electronic Requisitions



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## View Agency Requisition

[Edit Requisition](#)[Items](#)[Submit Requisition](#)[Return MainMenu](#)

Department:	DEPARTMENT - Administration
Purchaser:	<a href="#">Michele Goff</a>
Agency/Section:	DEPARTMENT - Administration
Agency Requisition No:	13-20102013aa Previous Bid No:
Delivery Information:	
Type of Requisition:	Open Market Solicitations
Shipping Information:	Agency: Department of Administration Contact: Kim Daniels-Jackson Address 1: 116 W. Jones St. Address 2: 4th Floor City: Raleigh State: NC Zip: 27601 Phone Number: 919-807-4502 Extension:
Description of Requirements:	Tractors
Special Instructions: (including suggested vendors)	John Deer
Justification for Waiver/Brand Specific:	
Specifications:	<a href="#">View Electronic Attachment</a> Hard copy to follow
Total Estimated Cost: (Example, 10000.00)	\$80,000.00
Category:	Agriculture, Supplies
Commodity Number:	020-89 - Tractors, Farm, Wheel Type
Group	Group 1

In this scenario we clicked on Return option at the top of the last screen to view our requisition.

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## View Agency Requisition

[Edit Requisition](#)[Items](#)[Submit Requisition](#)[Return MainMenu](#)

Department:	DEPARTMENT - Administration
Purchaser:	<a href="#">Michele Goff</a>
Agency/Section:	DEPARTMENT - Administration
Agency Requisition No:	13-20102013aa Previous Bid No:
Delivery Information:	
Type of Requisition:	Open Market Solicitations
Shipping Information:	Agency: Department of Administration Contact: Kim Daniels-Jackson Address 1: 116 W. Jones St Address 2: 4th Floor City: Raleigh State: NC Zip: 27601 Phone Number: 919-807-4502 Extension:
Description of Requirements:	Tractors
Special Instructions: (including suggested vendors)	John Deer
Justification for Waiver/Brand Specific:	
Specifications:	<a href="#">View Electronic Attachment</a> Hard copy to follow
Total Estimated Cost: (Example, 10000.00)	\$80,000.00
Category:	Agriculture, Supplies
Commodity Number:	020-89 - Tractors, Farm, Wheel Type
Group	Group 1

Notice that we have a View Electronic Attachment message appearing on the screen above. Before sending this requisition to P&C you should check your attachment.

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## View Agency Requisition

[Edit Requisition](#)[Items](#)[Submit Requisition](#)[Return MainMenu](#)

Department:	DEPARTMENT - Administration
Purchaser:	<a href="#">Michele Goff</a>
Agency/Section:	DEPARTMENT - Administration
Agency Requisition No:	13-20102013aa Previous Bid No:
Delivery Information:	
Type of Requisition:	Open Market Solicitations
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Description of Requirements:	Tractors
Special Instructions: (including suggested vendors)	John Deer
Justification for Waiver/Brand Specific:	
Specifications:	<a href="#">View Electronic Attachment</a> Hard copy to follow
Total Estimated Cost: (Example, 10000.00)	\$80,000.00
Category:	Agriculture, Supplies
Commodity Number:	020-89 - Tractors, Farm, Wheel Type
Group	Group 1

Don't forget we are also going to send a hard copy attachment to P&C. We are now done with the requisition once we click on the Submit Requisition button.

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## Agency Requisition Submitted

[Return MainMenu](#)

Press the Print Button on your web browser to print this page

CONTROL NUMBER 201301420

Requisition 13-20102013aa has been posted to Purchase and Contract. The control number is 201301420. Please refer to this number for all inquiries.

This screen appears when you have submitted your requisition to P&C. This screen immediately displays the bid number assigned by P&C. Since you are sending a hard copy attachment, print this screen and send it with the attachments to P&C.